

Position Description			
Name		Date	<i>July 2021</i>
Position Title	AOD Assessment Worker		
Department	Alcohol and Other Drugs (AOD)		
EBA / Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	Community Development Worker 2B 0.8EFT 6 months with possibility of longer-term pending funding. Initial 3-month probationary review		
Primary Site	Wodonga With the occasional travel to other sites required		
Reporting to	Team Leader		
Direct Reports	Nil		
Budgetary Responsibilities	Nil		
Liaises with Internally	<ul style="list-style-type: none"> • GH staff, including Business Services, Quality, Risk/Compliance and People Working Well roles • AOD Team members 		
Liaises with Externally	<p>This position may be expected to liaise with, though not limited to the following;</p> <ul style="list-style-type: none"> • Department of Health and Department of Fairness, Families and Housing Local Government staff and representatives. • Community service organisations. • Health services • ACSO Intake service • AOD services • Department of Justice, Child Protection, and other Government Departments/statutory bodies • Self-help and family support groups • Other Not for Profit Organisations 		
Program Information	<p>The AOD Program is funded by the Department of Health and Murray Primary Health Network and aims to make it as easy as possible for a person and their family to get the help they need with an alcohol and/other drug concern.</p> <p>The model of care used in this Program is underpinned by the Victorian DHS AOD Treatment Principles, the principles have as their foundation a philosophy of harm minimisation and recovery orientation.</p> <p>This program objectives are:</p> <ul style="list-style-type: none"> • Ensure capability and capacity to deliver a sustainable high-quality service • Provide guiding principles that aim to achieve the best possible health outcomes for people who use AOD services at Gateway Health 		

	<ul style="list-style-type: none"> • Provide a model for AOD staff that supports best practice and informs expectations for the treatment/management of people with substance use concerns • Monitor new developments in AOD treatments to be informed by evidence and guided by models of good practice. • Ensure services are underpinned by the Victorian AOD Treatment Principles. • Enhanced service development, evaluation and review.
<p>Purpose of the role</p>	<p>This role will facilitate development of the therapeutic relationship through the provision of a Comprehensive AOD Assessment and the development of an individualised treatment plan including appropriate referrals. This role includes the provision of brief interventions and bridging support as required to achieve the best possible outcomes for clients.</p>
<p>About Gateway Health</p>	<p>Gateway Health is a not-for-profit Company limited by guarantee and a registered Community Health Service under the Health Services Act 1988 (Vic).</p> <p>Vision: People Living Well</p> <p>Our Purpose: To provide care and services that connect the community and strengthen individual and population health and wellbeing</p> <p>Our Values: Values reflect the way we interact, connect and work with every client, with partners, with volunteers and with one another. Principles shape the way we plan and design our services and business systems. Together they underpin organisational culture, strategy and the way we deliver our services.</p> <p>We CARE – We ACHIEVE – We LEARN – We WORK TOGETHER – We INNOVATE</p> <p>Our Principles:</p> <p><i>We advocate for fair and equitable access to health care and wellbeing services for all.</i></p> <p><i>We respect the strength of individuals and the community, and their capacity to recover from adversity.</i></p> <p><i>We recognize the importance of adaptability and responsiveness to enable us to deliver on our commitment to the community.</i></p> <p><i>We actively listen and work alongside the community and each other to design and deliver better solutions.</i></p> <p><i>We believe a learning culture is critical to enhancing the wellbeing of staff, clients and the community.</i></p> <p><i>We contribute to creation of a connected and integrated health and community care system to achieve the best outcomes for our clients and community.</i></p> <p>Gateway Health strives for an achievement culture that encourages innovation and initiative. We build and foster strengths-based programs that focus on support and recovery. Our staff are our greatest asset.</p> <p>The organisation employs over 380 staff providing a range of primary health and welfare services across the Ovens Murray region in North East Victoria and parts of Southern New South Wales. Gateway Health serves all people, and is committed to improving individual and population health outcomes. We will do this by providing health care and support to individuals and communities in times of need, and by actively working with our partners to address the social and environmental determinants of health. They are delivered through a mix of centre-based services in Wodonga, Wangaratta and Myrtleford, and outreach services to rural communities across the region.</p> <p>Gateway Health is committed to creating a workforce that reflects the communities we serve. We believe that a workforce that recognises and celebrates diversity will best meet the health and well-being needs of all people we serve including Aboriginal and</p>

	<p>Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.</p> <p>Review of Position Descriptions: This position description will be reviewed annually (July each year), during annual appraisals, when the position becomes vacant or as deemed necessary.</p>
<p>Code of Conduct</p>	<p>Employees are expected to, at all times:</p> <ul style="list-style-type: none"> • Adhere to the Gateway Health Code of Conduct including the Child Safe Procedures • Maintain a high professional standard and work with integrity • Develop collaborative working relationships • Communicate with respect and tolerance • Maintain a client focus • Adopt a Continuous Improvement approach • Work within legislative and compliance framework.

<p>Key Responsibilities and Accountabilities</p>	
<p style="text-align: center;">Role Specific</p>	
	<ul style="list-style-type: none"> • Undertake Comprehensive AOD Assessments and develop Individual Treatment Plans with clients as required. This includes identifying client needs across a range of domains, and initiating and following up referrals to other service providers as needed. • Facilitate referrals to other service providers, including Gateway Health services such as the medical practice or allied health programs, and work collaboratively with other services using a 'shared care' approach when indicated. • Provision of a range of evidence-based approaches including: brief interventions; single session therapy; and other strategies suitable for use with individuals impacted by alcohol and drug use. • In conjunction with the Team Leader and other colleagues; work effectively with a range of other health and welfare services to develop or strengthen referral pathways into the AOD services and improve care planning systems to support better outcomes for clients. • Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies. • Complete high-quality clinical notes within agreed time frames and in accordance with GH and relevant professional body policies and procedures. • Complete all program specific administrative tasks within the required time frames. • All data is entered onto designated service databases, including excel spreadsheets. • Databases are kept up to date at all times • Participation in regular performance reviews and appraisals • Competently use all relevant organisational databases – including but not limited to VHIMS, RelainSys, clinical software, financial software • Active participation in Professional Development • Active participation in specific clinical supervision and line management supervision • Completion of Mandatory training
<p style="text-align: center;">People</p>	
	<ul style="list-style-type: none"> • Develop and maintain professional relationships with internal and external stakeholders. • Contribute to productive and positive team meetings. • Positively contribute to the culture and spirit of the AOD team, work environment and to GH. • Your behaviour is congruent with organisational values, behaviours and goals • Contribute to the development of procedures and systems within this program • Positively embrace and adopt change as it occurs.

- Act in a professional manner at all times when dealing with internal & external clients.
- Positively promote the organisation both internally & externally.
- Be prompt and provide courteous service to clients, colleagues and the broader community.
- Maintain confidentiality on all issues relating to the organisation, the clients & fellow colleagues.
- Treat all clients with respect whilst being responsive to their needs, and promote a culture which prioritises client choice at all levels of service delivery.

Generic Organisational Responsibilities

- As outlined in the Code of Conduct ensure all interactions are undertaken in accordance with the behaviours set
- Maintain privacy and confidentiality at all times
- Ensure an understanding of individual responsibility for safety, quality and risk and adhere to all relevant legislation, regulations and organisational policies, procedures and guidelines.
- Working within the Risk Management Framework, identify, report and manage risks and ensure actions are taken to prevent and minimise harm to yourself, your colleagues, consumers, members of the public and the organisation.
- Actively contribute to quality assurance initiatives and other program activities to meet all relevant benchmarking and accreditation standards.
- Contribute to organisational quality activities to ensure continual review and improvement.
- Contribute to a safe and welcoming workplace at all times.
- Develop and maintain a personal care plan and attendance in the Gateway Health Clinical Supervision or Line Management Meetings
- Protect the rights, safety and wellbeing of children and provide a child safe environment.
- To continually develop both personally and professional to meet the changing needs of your position, career and organisation.

Inherent Requirements

Gateway Health has a duty of care to all staff. The purpose of this section is to ensure that you fully understand and are able to perform the inherent requirements of the position (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your safety or the safety of others.

The position may require the following tasks among other things:

- Manual handling (pushing, pulling, lifting, holding, carrying)
- Sitting, standing, bending, reaching
- Computer work, data entry
- Operating equipment
- Use of personal protective equipment
- General waste handling
- Driving motor vehicles
- Dealing with anxious or upset staff, consumers or members of the public
- Work at and travel to other locations will be required

Key Selection Criteria

Applicants MUST address the Selection Criteria below when completing an employment application

Essential

1. Ability to behave in accordance to the Gateway Health Values of *We Care, We work together, We achieve, We learn, We innovate.*
2. Tertiary qualifications in the health/human services field.
3. Forensic AOD accreditation (as required by DHS, Victoria) or the eligibility/willingness to obtain same.
4. Demonstrated ability to engage and form therapeutic relationships with people from diverse ages and backgrounds in a variety of settings.

5. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills) and client management systems.
6. Well-developed communication skills with the capability to prepare reports and correspondence in clear information in a manner appropriate to the purpose and audience.

Mandatory Requirements

7. Current Australian Drivers Licence or accepted International Drivers licence
8. Confirmation of your right to work in Australia, Satisfactory National/International Police, National Disability Inclusion Scheme Worker Check and Victorian Working with Children Checks must be provided prior to commencement.

Desirable

9. Demonstrated skills and experience in conducting assessments with people with substance use issues, and in the development of Treatment/Care Plans in collaboration with clients and families.
10. Demonstrated ability to work collaboratively with other agencies and in advocating with and on behalf of clients and their families.
11. Demonstrated understanding of: the principles of harm minimisation; recovery-oriented framework; client-centred models of care.
12. Demonstrated experience in delivery of a range of evidence-based approaches including: brief interventions; single session therapy; and other strategies suitable for use with individuals impacted by alcohol and drug use.
13. Effective organisational and time management skills.
14. Excellent written and verbal communication skills with demonstrated skills in use of information technology.

I acknowledge:

- That I will recognise and celebrate diversity, and will best meet the health and well-being needs of all people we serve including Aboriginal and Torres Strait Islander peoples; people with a disability; lesbian, gay, bisexual, transgender and gender diverse people; inter sex people; people experiencing health inequalities; and culturally and linguistically diverse people.
- That I will observe child safe principles and expectations for appropriate behaviour toward and in the company of children.
- That Gateway Health is an equal opportunity employer and has a smoke free workplace policy.
- That Gateway Health has a zero tolerance of child abuse and family violence, all allegations and safety concerns will be treated very seriously. For more information refer to Gateways Health's Child Safety Standards procedure and family Violence Policy.
- That I have read and fully understand the Position Description and Inherent Requirements of the position
- I agree that I have the physical and psychological ability to fulfil the inherent requirements of the position, and accept my role in fulfilling the responsibilities, activities, duties and generic position requirements.
- I understand that the information provided is a general outline and may not encompass every aspect of the position. This is not intended to be an exhaustive list of all responsibilities, duties and skills required.
- Gateway Health may alter the duties of this position description if and when the need arises. Any such changes will be made in consultation with the affected staff member(s).
- I understand that this is separate to the Employment Agreement that I will sign, outlining the terms and conditions of my employment.

Accepted by
(print name):

Employee
Signature:

Date:
