

| Position Description | | | |
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| Name | | Date | Nov 2021 |
| Position Title | Alcohol and Other Drugs Group Facilitator | | |
| Department | Alcohol and Other Drugs (AOD) | | |
| EBA / Award | Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017 | | |
| Classification | Employee Level 5 60.8 hours per fortnight, 0.8 EFT Backfill position – 12 month Fixed Term Contract Initial 6-month probationary review and then annual performance appraisal. | | |
| Primary Site | Wangaratta OR Wodonga With the occasional travel to other sites expected | | |
| Reporting to | Wodonga AOD Team Leader | | |
| Direct Reports | Nil | | |
| Budgetary Responsibilities | Nil | | |
| Liaises with Internally | GH staff, including Business Services, Quality, Risk/Compliance and People Working Well roles <ul style="list-style-type: none"> AOD Team Members GH staff including medical clinic and other internal programs | | |
| Liaises with Externally | This position may be expected to liaise with, though not limited to the following; <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 Other Not for Profit Organisations. Department of Community Corrections and Justice | | |
| 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 concerns.</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 services Provide guiding principles that aim to achieve the best possible health outcomes for people who use AOD services at Gateway Health 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. | | |

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| | <ul style="list-style-type: none"> • 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 deliver and contribute to improving an evidenced based AOD Community Rehabilitation program. The Group Facilitator is responsible for working collaboratively with participants that have a substance addiction or behaviour to assist them to meet their rehabilitation and recovery goals. The provision of group work for participants will assist in building capacity and skills development, to maximize their recovery including increasing social and community participation. This role includes the provision of assessment, pre and post support, group program and referral as required to achieve the best possible outcomes for participants.</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 strengthened 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</p> |

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| | <p>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.</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"> • Role model high standards of professional practice and conduct in client service delivery, working in partnership with colleagues and agencies. • Plan, implement and evaluate an evidenced based AOD Community Rehabilitation program. This includes provision of assessment, pre and post support, group program and referral as required to achieve the best possible outcomes for participants. • Work in a self-motivated manner with an ability to problem solve. • Work both independently and as a supportive and constructive team member in a diverse, multi-disciplinary team • Work in an open manner that facilitates reporting and monitoring • Gather, analyse and disseminate information in relation to current AOD practices and evidence-based programs. • Apply the principles of acceptance, commitment therapy (ACT) and strength-based practice in the delivery of group work • Apply the principles of harm minimisation; recovery-oriented framework; client-centred models of care including knowledge of dual diagnosis service provision. • Work using 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. • Develop relationships with relevant staff from local AOD services the Wodonga and Wangaratta region, and utilise these relationships to promote group program • Funding and Service Agreement Targets are met to ensure Clients are exited from the program appropriately and timely. • Provide evidence-based practice in line with professional and funding requirements • 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 • Timely and accurate commencement and maintenance of client records, financial and statistical data and any other information per organisational policy. • 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 • Completion of Mandatory training | |

| Financial Management |
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| <ul style="list-style-type: none"> • Invoices raised and processed within funding / program deadlines |
| People |
| <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. |
| Technical Skills / Industry Knowledge |
| <ul style="list-style-type: none"> • Comply with minimal funding requirements • Complete annual renewal of registration to practice (as required). • Completed or willingness to undertake training in Family Violence Multi-Agency Risk Assessment and Management Framework and Forensic Fundamentals. <p>Gateway health AOD Services requires people in clinical positions to have the following competencies (or their equivalent). Where people do not already have these competencies GH will invest in the person's professional development.</p> <p>The essential competencies are:</p> <ul style="list-style-type: none"> • CHCAOD001 - Work in the AOD sector • CHCAOD004 - Assess needs of clients with AOD issues • CHCAOD006 - Provide interventions for people with AOD issues • CHCAOD009- Develop and review individual AOD treatment plans |
| Generic Organisational Responsibilities |
| <ul style="list-style-type: none"> • 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 Health, Social Work, Social Welfare, Psychology, Community Welfare Work or relevant equivalent studies.
3. Demonstrated ability to engage and form therapeutic relationship with people from diverse ages and backgrounds in a variety of setting. Ideally experience relating to ACT or strength-based therapy. Including demonstratable knowledge of harm minimisation principles, recovery-orientated principles and client centred models of care.
4. Demonstrated ability to work collaboratively with external stakeholders and agencies, advocating with and on behalf of the client and their families.
5. Demonstrated ability in IT systems including Microsoft Office (Outlook, Word/typing skills) and client management systems.
6. Previous experience in the deliver and facilitation of group work, including evidence-based models and evaluation processes. Ideally relating to the delivery of group work to people with AOD issues or complex needs including Mental Health issues.
7. Well-developed communication skills with the capability to prepare reports and correspondence in clear information in a manner appropriate to the purpose and audience.
8. Minimum 2 years' experience within the community, health or welfare sector, or related field

Mandatory Requirements

9. Current Australian Drivers Licence or accepted International Drivers licence
10. Confirmation of your right to work in Australia, Satisfactory National/International Police, Evidence of COVID Vaccination and Victorian Working with Children Checks must be provided prior to commencement.

Desirable

11. Working towards, or completion, of relevant post graduate study



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:
