

# POSITION DESCRIPTION

<b>Position Title</b>	Alcohol and Other Drug (AOD) Intake and Assessment Practitioner		
<b>Program Division</b>	Mental Health and Alcohol and Other Drugs		
<b>Team Area</b>	Alcohol and Other Drugs		
<b>Position number</b>	VAC0334		
<b>Classification Grade &amp; Level</b>	SACS SW Grade 2, Year Level depending on qualifications and experience		
<b>Enterprise Agreement or Award applicable</b>	<a href="#">Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2013-15</a>		
<b>Employment details</b>	<input checked="" type="checkbox"/> <b>Full-time</b> <b>1.0 FTE</b>	<input type="checkbox"/> Part-time FTE _____ [e.g. 0.4]	<input type="checkbox"/> Casual
	AND		
	<input checked="" type="checkbox"/> <b>Permanent on-going</b>	<input type="checkbox"/> Fixed Term From: __/__/____ [date] To: __/__/____ [date]	
		Fixed term reason: <input type="checkbox"/> Parental Leave Replacement <input type="checkbox"/> Specific Project or Purpose	
<b>Position reports to</b>	Coordinator Integrated AOD Services		
<b>Ordinary location(s)</b>	Team base Prahran, with posting within the catchment required for some positions		
<b>How to apply</b>	<a href="http://www.starhealth.org.au/careers/current-vacancies/">http://www.starhealth.org.au/careers/current-vacancies/</a>		
<b>Closing Date</b>	5pm, Sunday 13 <sup>th</sup> August 2017		
<b>Recruitment contact</b>	Email: <a href="mailto:recruit@Starhealth.org.au">recruit@Starhealth.org.au</a>		

## Star Health

Star Health is a provider of health and support services in Victoria. Encompassing six main and five satellite locations, over 300 staff work in multi-disciplinary teams to deliver health outcomes. It is a responsive and agile community health service, providing a wide range of healthcare and welfare services for all members of the community.

Star Health provides services spanning all periods of life including specialist childhood, youth and aged care services. In achieving its vision of **health and wellbeing for all**, Star Health is guided by our distinct service principles which include working with people and communities to achieve their health goals, understanding the context in which people live their lives, providing friendly, affordable, joined up services with a no wrong door approach.

**Website Information:** <http://www.starhealth.org.au/>

### Purpose of Position

The Central Intake Practitioner is the first point of contact for clients, family members, GP's and other service providers. Practitioners are responsible for providing information, support and facilitating access to the Victorian drug treatment system.

Practitioners' are responsible for the provision of AOD specific screening, assessment, treatment planning, and referral for clients across the Bayside catchment. In addition, Practitioners' are responsible for the provision of wait list support to clients awaiting access to AOD treatment, and information and referral to generalist community supports for clients not eligible and/or ready to access the AOD treatment system.

Central to this role is a thorough understanding of the AOD Assessment process and drug treatment system and the ability to quickly engage and build rapport with clients via telephone and face-to-face service delivery.

### Key Responsibilities

- To provide person-centred AOD intake and assessment services to clients including family members & significant others, groups and those experiencing a diverse range of health, social and other issues. Modes of delivery will include face to face, phone and interactive online counselling where appropriate.
- Service Delivery will include:
  - the provision of an initial client screen for eligibility,
  - a comprehensive assessment to identify the clinical treatment and support needs of people who have alcohol and/or drug use issues and the associated support needs of their family and dependent children.
  - the development of an initial treatment plan to accompany clients to treatment services.
  - determining and prioritising client access to funded alcohol and drug treatment services, including pharmacotherapy and residential services
  - providing brief therapeutic interactions for complex clients waiting for service access, to reduce client risk during this time. These are opportunistic in nature and provide advice that aims primarily to achieve short-term reduction in problematic drug taking behaviours
  - provide brief bridging treatment for clients with high risk or needs including telephone counselling and supported referral into services
  - provide wait list support to clients awaiting entry to AOD treatment services
- Liaison with treatment services regarding access for new clients
- To participate in the planning, evaluation and development of AOD services
- To participate in network meetings and forums as required
- To contribute to sector development through supervision and training of students
- Proactive management of time when clients do not attend.
- Other duties as directed by your Coordinator or Manager

### Qualifications

Essential

- Relevant tertiary qualifications in a health related area (e.g. Social Work, Counselling, Psychology). Applications from peer workers with equivalent qualifications will be highly regarded.

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Review by: KT

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	<ul style="list-style-type: none"> <li>• Demonstrated experience in AOD and related issues</li> <li>• A Working with Children Check or current registration for WWCC</li> </ul>
Professional Membership(s)	APHRA, AASW
<b>Experience</b>	
Preferred	<ul style="list-style-type: none"> <li>• DHHS Accreditation as Forensic Clinical Drug Assessor</li> <li>• Knowledge of the Mental Health service system and range of treatment options</li> <li>• Core AOD competencies (or willingness to undertake these)</li> </ul>

### Key selection criteria – Essential

<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Demonstrated experience and skill in the provision of assessment, risk management, and treatment planning within the AOD treatment system.</li> <li>• Skills and experience in working with people who experience dual diagnosis</li> <li>• Demonstrated knowledge of the AOD service system and the range of treatment options</li> <li>• Understanding of harm minimisation including harm reduction</li> <li>• Well-developed interpersonal and communication skills</li> <li>• Ability to work well within a team environment</li> <li>• Sound organisational, analytical and time management skills</li> <li>• Understanding of and commitment to the Social Model of Health</li> </ul>
<b>Protecting babies, children and young people from child abuse and neglect is integral to the work at STAR</b>	
<b>Protecting Children Policy Information</b>	<ul style="list-style-type: none"> <li>• Star has zero tolerance of child abuse. Protecting babies, children and young people from child abuse and neglect is integral to the provision of health services to this group and their families, and is a core responsibility for all STAR staff.</li> </ul>
<b>Board Organisational Responsibilities</b>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• <b>Resilience</b> - Demonstrates perseverance in achieving objectives and copes effectively with setbacks and problems.</li> <li>• <b>Initiative &amp; Accountability</b> - Takes responsibility for actions and proactively implements work plan and addresses issues.</li> <li>• <b>Empathy and Cultural Awareness</b> - Demonstrates an interest in and an appreciation of a range of different cultures and actively seeks to understand and effectively address the issues and views of others.</li> </ul>
<b>Other Licence(s)</b>	Unrestricted Victorian Driver Licence (or equivalent)

### Important information

- Star is committed to providing and maintaining a working environment which is safe and without risk to the health of its employees. The organisation is a smoke-free workplace.
- Star's usual hours of operation are from 8:00am to 8:00pm Monday to Friday, specific hours of work will be determined in accordance with operational requirements and contained in the Contract of Employment .
- Your Letter of Offer may state you will be based at a particular STAR site, however it is expected that you will be

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required to work at different locations in the greater metropolitan area of Melbourne

- Offers of employment are contingent upon:
  - A successful reference check (all positions);
  - Non-adverse Criminal Record check (all positions);
  - Fitness for Work medical examination (specific positions);
  - Holding and maintaining a valid 'Working with Children Check' (specific positions).

*Star is an equal opportunity employer and encourages individuals of diverse backgrounds including those from the Aboriginal and Torres Strait Islander, Culturally and Linguistically Diverse and LGBTI+ community to apply.*

#### Salary Packaging Information

- Star currently two types of Salary Packaging:
  - General salary packaging of \$15,900 per FBT year
  - Meal Entertainment/Facility leasing of \$2,550 per FBT year

*Salary Packaging is optional and may have considerable tax benefits depending upon personal circumstances.*

#### AUTHORISATION

Person who completed and authorises this Position Description	Position Title:	Kristen Timmins
	Program / Division:	MHAOD