

**Position:** Alcohol & Other Drug Treatment Services Worker (AODTS)

**Hours per week:** 38 hours per week (negotiable)      **Closing date:** 06/03/2019

**In this kit you find:**

All Information on how to apply for a position with Grampians Community Health

- Key Selection Criteria to be addressed separately – *see page 2*
- Privacy Disclosure Authorisation Form – *see page 3*
- Job description of the position you are applying – *see page 4*

1. **Key selection criteria** must be specifically addressed in your application separately
2. Include **clear details** of work experience and qualifications
3. Include the name, address and daytime telephone number of two work- related **referees**
4. Include day and evening **telephone contact numbers** so that we can readily arrange interview times if necessary
5. Read and sign the **“Privacy Statement & Disclosure Authorisation Form”**, send with your application
6. If you are emailing your application, you will be sent an email confirmation of receipt of your application. If you do not receive this, please contact reception to confirm that your application has been received.
7. Successful applicants would be required to undergo a **Police Check, Disability Worker Exclusion Scheme**, and organise a **Working With Children Check, prior to commencement**.

Application must reach GCH by  
**5pm Wednesday 06/03/2019**  
Late applications will not be considered.

**For more information**  
Call - 5358 7400

**Address applications to:**

**By Mail Send to:**

**“CONFIDENTIAL”**  
Greg Little  
CEO  
Grampians Community Health  
8 – 22 Patrick St  
STAWELL Vic 3380

**By e-mail Send to:**

email: [employment@grampianscommunityhealth.org.au](mailto:employment@grampianscommunityhealth.org.au)

**Please demonstrate clear connections between your qualifications, skills and knowledge, in the selection criteria by detailing your, experience and understanding of:**

**Demonstrable skills, experience and/or understanding of:**

1. Addictions, the principles of harm minimisation, and the principles underlying the A&OD service sector in Australia.
2. Specific A&OD interventions, counselling and case management.
3. Forensic A&OD work
4. Complex A&OD and mental health issues.
5. Client centred practise including counselling, case management, complex assessment skills, care planning, collaborative shared care planning and conducting care planning meetings.
6. Understanding of rural communities, including working within privacy guidelines and confidentiality and working in outreach roles.
7. Ability to prioritise and contain the work load when necessary.
8. Work with a deep understanding of the WHO's Social Model of Health and the Social Determinants of Health, to allow for a holistic approach, and how they relate to wellbeing and good health outcomes for clients.
9. Clear understanding of the mandating process and an ability to work effectively with involuntary clients.
10. Advocacy at all levels.
11. Commitment to and active participation in Quality Assurance.
12. Excellent computer, written and oral communication and interpersonal skills.

## PRIVACY STATEMENT & DISCLOSURE AUTHORISATION FORM

As an applicant participating in Grampians Community Health's (GCH) recruitment and selection process you are advised that the process involves a range of selection, methods and tools. These tools are used to address the selection criteria identified for the position and gathers employment related information about you as an applicant.

Information gathered during the process will not be used for purposes other than selection for the position you have applied. Information that GCH may gather in relation to your application may consist of the following:

- An employment application form
- Resume / Curriculum Vitae
- Interview Guides (completed during interview)
- Reference Checks (completed with third party organisations)
- National Police Check (completed with third party organisations)
- Passport and/or Work Visa
- Copy of Drivers Licence

Applications, interview guides and selection assessment documentation of all applications remains the property of GCH and storage of such records will comply with GCH's Privacy Policy upon completion of the selection process for a maximum period of twelve (12) months. Records are stored securely & will be disposed of confidentially following the completion of this time.

Please ensure upon submitting your application that you return a signed copy of this Privacy Disclosure Authorisation Form.

Yours faithfully  
Greg Little  
Greg Little  
CEO

I, \_\_\_\_\_ ( name)  
consent to Grampians Community Health obtaining the personal information outlined above for the specific purpose of assessing my ability to meet the selection criteria for the position I have applied for.

Please tick this box if you agree to have your application considered for other employment opportunities within Grampians Community Health. Your application will be retained confidentially for a period of six months, and will be released for consideration when recruiting for other suitable positions.

Signed \_\_\_\_\_ Date \_\_\_\_\_

How did you hear about this Job position?

Did you encounter any difficulties downloading/reading or requesting this application kit?

### Stawell

(Registered Company Address)  
8 – 22 Patrick Street  
Stawell 3380

### Ararat

60 High Street,  
Ararat - 3377

### Horsham

25 David Street,  
Horsham - 3400

### Nexus

14-16 Pynsent Street,  
Horsham - 3400

## JOB DESCRIPTION

<b>Position Title and cost code</b>	<b>Alcohol and Other Drug Treatment Services (A&amp;ODTS) Worker</b>	<b>GAD17</b>
<b>Program</b>	<b>Healthy Lifestyles</b>	
<b>Funded By</b>	<b>Department of Health and Human Services and Consortia Partnerships.</b>	
<b>Based</b>	<b>Horsham</b>	
<b>Responsible To</b>	<b>Program Leader Counselling to the Manager Healthy Lifestyles to the General Manager People and Community Support and through them to Chief Executive Officer</b>	
<b>Award</b>	<b>As per SACS Agreement: Social Worker / Welfare Worker Classification: Level 2-4 Dependant on qualifications, skills and experience</b>	
<b>Tenure</b>	Subject to the signing of an “ <b>Letter of Offer</b> ” and successful <b>clearance</b> of <b>required checks</b> prior to commencement The period of employment is subject to ongoing funding and satisfactory work performance All GCH positions are subject to a <b>six-month</b> probationary period.	
<b>Hours per week</b>	<b>Full time 38 hours per week 1.0 EFT (negotiable)</b>	
<b>Last update of this PD</b>	<b>December 2018</b>	

### GRAMPIANS COMMUNITY HEALTH - PREAMBLE:

Grampians Community Health (GCH) is a not for profit Company Limited by Guarantee and operates as a registered Community Health Centre under the Health Services Act. Established in 1985, GCH has expanded from a small counselling /community development service to a combined team of 150 plus staff and active volunteers of 95 people. GCH provides a broad range of primary health care, therapeutic and community support services, within the Central Grampians and Wimmera sub regions. GCH is embedded in and operates from a number of sites servicing the local government areas of Rural Cities of Ararat and Horsham and Pyrenees, Northern Grampians, Yarriambiack, West Wimmera and Hindmarsh Shires. GCH’s five primary sites are in Horsham, Stawell, St Arnaud, Warracknabeal and Ararat.

GCH delivers services, backed by the social determinants of health, in aged, disability, youth, drugs and alcohol, family violence, homelessness, community mental health, health promotion, community inclusion, and gambling counselling. GCH is a registered provider under NDIS and My Aged Care. GCH works collaboratively and has many signed partnerships for the delivery of services and programs.

All GCH sites have collocated services. GCH’s is the lead tenant at the Stawell Health & Community Centre (SH&CC) providing a unique integrated model of care, co-locating Stawell Regional Health, Grampians Psychiatric Services, Wimmera Uniting Care and Patrick Street Family Practice, and a GP clinic. GCH is fully accredited with QIC, Rainbow Tick and White Ribbon, Commonwealth Aged Care Standards, Mental Health and state DHHS standards.

[www.grampianscommunityhealth.org.au](http://www.grampianscommunityhealth.org.au)

### BACKGROUND OF THIS POSITION

The Healthy Lifestyles program comprises a mix of multidisciplinary staff across a range of services, funded by consortia partnerships, agency partnerships and state and federal agencies. The alcohol and drug program areas currently covered by the Healthy Lifestyles program include youth A&OD, Home Based Withdrawal, Better Life Dual Diagnosis, AOD Brief Intervention, Gamblers Help, Adult A&OD support, forensic A&OD support, Making a Change Non-

Residential Rehabilitation Program, Drug Action Taskforce (Wimmera & Ararat), Drink and Drug Driver Behaviour Change.

The A&ODTS position, inclusive of forensic support, is funded through the Grampians A&OD Consortium by the DHHS. It provides an efficient, effective and quality service for people to minimise the harm associated with substance use and misuse by assisting people to develop informed safe sensible behaviour towards drug use (legal, illegal, and prescribed drugs). At times this may require liaising with staff of Police, Courts, Department of Justice and other justice organisations.

Staff within the Healthy Lifestyles program are located at each of the GCH sites across the Northern Grampians/Wimmera region – Horsham, Stawell and Ararat with outreach services as required to other areas.

## **THE PRIMARY PURPOSE OF THIS POSITION**

The key aspects of this role are to provide:

- A&OD screening and assessment for people aged 16 years and above entering the Victorian A&OD treatment system.
- A&OD counselling and case work for people aged from 16 years and above across the Wimmera region and where required, within the Grampians region;
- AODTS Forensic assessments, counselling and court reports for forensic A&OD clients referred to GCH
- Active participation in the multidisciplinary Healthy Lifestyles Program;
- Active participation in primary prevention and health promotion activities in consultation with Program Leader Counselling and Manager of Healthy Lifestyles

## **EXPECTED OUTCOMES / KEY MEASURABLE:**

### **Key Tasks and Responsibilities**

*Accountable for:*

A&OD screening and assessment for people aged from 16 years and above entering the Victorian A&OD treatment system:

- Completing the ‘Victorian AOD Intake tool’
- Completing the ‘Step 1: Self-complete initial screen for adults with AOD problems’.
- Completing the ‘Step 2: Comprehensive assessment for adults with AOD problems’.

A&OD counselling for people aged from 16 years and above across the Wimmera region and where required, within the Grampians region:

- Determine urgency of client needs and prioritise service delivery to clients.
- To provide A&OD, counselling and referral services (including facilitating access to specialist Alcohol and Drug services as necessary) to people (and their significant others) on both an internal and outreach basis.
- To provide A&OD, counselling and referral services for forensic clients (those subject to community corrections orders, parole and/or other court related matters).
- Develop Individual Treatment Plans and identify Significant Treatment Goals achieved in collaboration with the client and ensure appropriate recording, implementation, monitoring and ongoing evaluation of Individual Treatment Plans and Significant Treatment Goals
- Maintain up to date and appropriate client notes, records and documentation.
- Participate in joint case management, shared care planning and/or provide secondary consultation with other agencies and service providers where appropriate.

Active participation in the multidisciplinary Healthy Lifestyles program:

- Plan, develop and implement programs to meet the needs of a wide range of clients, in conjunction with other relevant organisations and programs.



GRAMPIANS  
COMMUNITY HEALTH  
vibrant and healthy communities

ABN 41 831 668 189 ACN 136 578 679

## GCH Job Application Kit

- Attend relevant meetings, conferences and training programs related to the field as negotiated with Program Leader Counselling and Manager of Healthy Lifestyles.
- As part of the GCH Healthy Lifestyles program, regular participation on the Intake Duty roster is required;
- Punctual submission of monthly data requirements

Active participation in primary prevention and health promotion activities in consultation with the Program Leader Counselling and Manager of Healthy Lifestyles:

- Carry out other duties as appropriate and required which include supporting Wimmera Field Days, Drug Action Week and other community activities.
- Active participation in the Wimmera Drug Action Taskforce (WDAT) meetings.
- Write and present reports and deliver community presentations as requested.

### Outcomes

*Accountable for*

Assist AOD counselling team to meet following key performance indicators (KPI's):

- Counselling standard – 150 Episodes of Care (EOC)
- Counselling complex – 50 EOC
- 166 Assessments annually
- Case Notes recorded in TCM
- Reports to Consortium partners when necessary
- Participation in Consortium and Interagency network meetings.

*Accountable to internal and/or external*

### Internal

*Reports to:* Program Leader Counselling, Manager Healthy Lifestyles, General Manager People and Community Support and through this position to the CEO and the GCH Board of Management

*Key Liaisons:* Healthy Lifestyles and Healthy People and Community programs

### External

Funding bodies including Consortia Partners, Department of Health and Human Services, Commonwealth, and LGAs where relevant.

*Key Liaisons:* DHHS, Justice, Area Mental Health/Psychiatric Services

### Others

Area Alliances such as the Ararat Local Drug Action Taskforce and WDAT.

## KEY SELECTION CRITERIA:

### Demonstrable skills, experience and/or understanding of:

1. Addictions, the principles of harm minimisation, and the principles underlying the A&OD service sector in Australia.
2. Specific A&OD interventions, counselling and case management.
3. Forensic A&OD work
4. Complex A&OD and mental health issues.
5. Client centred practise including counselling, case management, complex assessment skills, care planning, collaborative shared care planning and conducting care planning meetings.
6. Understanding of rural communities, including working within privacy guidelines and confidentiality and working in outreach roles.
7. Ability to prioritise and contain the work load when necessary.



8. Work with a deep understanding of the WHO's Social Model of Health and the Social Determinants of Health, to allow for a holistic approach, and how they relate to wellbeing and good health outcomes for clients.
9. Clear understanding of the mandating process and an ability to work effectively with involuntary clients.
10. Advocacy at all levels.
11. Commitment to and active participation in Quality Assurance.
12. Excellent computer, written and oral communication and interpersonal skills.

## **ROLE AND RESPONSIBILITIES:**

1. Work collaboratively with key stakeholders to determine areas of collaboration and develop a solution approach.
2. The ability to recognise service and policy deficiencies and identify and analyse potential options / strategies to address these
3. Ensure that clients and community members are included in the decision making and work of GCH programs and projects
4. When a service and/or policy is identified as not working well, analyse potential options / strategies to address these and get this information to the relevant Core person or sub - committee to be debated and changed.
5. Use well developed communication, consulting and negotiation skills. Evaluate, and act to improve. Work to have well-developed computer skills, including basic research skills.
6. Use a flexible approach when dealing with issues and people but based on sound risk management.
7. Make sure deadlines are met particularly for reports, data collection and client issues.
8. Model GCH philosophy, ethics and values.
9. Work in a team, across GCH and independently when each is necessary.
10. Be able to maintain client confidentiality and a clear understanding of rural confidentiality issues.
11. Actively participate in Quality Assurance at GCH - this range from casework meetings, professional supervision, team/site meetings, GCH staff conferences, to working on Core sub committees and assisting in preparation for Quality Reviews.
12. Participation in Health Promotion/ Education activities.
13. As part of the wider GCH team, participate in the daily activities required for the smooth running of the organisation.
14. GCH is an NDIS service provider. Your expertise may provide opportunity for you to work with NDIS participants over and above this role.
15. In keeping with the principles of the Victorian Government's Child Safe Standards, embed within GCH an organisational culture of child safety through effective leadership, and to always perform the duties of this role within those standards.

## **QUALIFICATIONS AND EXPERIENCE:**

- As per DHHS guidelines, minimal skillsets to work in AOD sector;
- Appropriate counselling related tertiary qualifications an advantage
- Membership or eligibility for membership with ACA, APS, AASW an advantage
- Experience in working collaboratively with multidisciplinary teams in community health settings.

## **OTHER CONDITIONS:**

1. Grampians Community Health employees are eligible for salary packaging. Salary packaging is an Australian Taxation Office approved means of restructuring your salary to reduce your taxation. Salary Packaging allows you

to pay for certain expenses with pre-tax income, lowering your taxable income therefore you may pay less tax. Salary packaging items include:

- a) everyday living expenses including mortgage, rent or credit card payments
- b) meal entertainment expenses
- c) holiday accommodation and venue hire
- d) the finance and running costs of your car through Novated Leasing
- e) and other work related expenses.

Note: this is an arrangement between the Employee and the GCH Salary packaging provider. The employee will meet any costs or liabilities associated with these requirements during the period of their employment.

2. This position does not require overtime. Grampians Community Health normal spread of working hours is a 7.6 hour day worked between 8am and 6pm. Appointments, programs, Board and Committee meetings and other work may, at times, fall outside these hours. Time in lieu of time worked will be available but must be taken at a mutually agreed time with the CEO and may not be accrued to more than **15hrs/fortnight pro rata of employed hours**. Time in lieu should be used for exceptional circumstances instead of becoming a regular practice. It is expected that no more than 15hrs of TIL will be carried forward from one pay period to the next.
3. This position will have an annual professional development review at which time the job description will be reviewed by the CEO in consultation with you and modified if necessary.
4. Ensure knowledge of current GCH Occupational Health & Safety policies as they relate to this sphere of work. OH&S is a shared responsibility at GCH.
5. Annual Leave and Personal (Sick) Leave will be payable on a pro rata basis.
6. 48/52 or 50/52 leave variation options may be available at the CEO's discretion after a qualifying period.
7. A National Police Check, Working with Children Check (if required) and Disability Worker Exclusion check will be carried out at the GCH's expense prior to commencement of employment
8. GCH strongly supports Equal Opportunity and Access to Services, and requires all staff to be sensitive and inclusive of individual needs including but not limited to cultural, religious and sexual orientation.
9. The successful applicant will be required to hold a current driver's licence.
10. As a Registered Community Health Centre this position is required to share responsibility for the Disaster Management responses at GCH – this may include rostered on call for GCH base requirements.
11. The CEO may alter this Position Description if and when the need arises. Any such changes will be made in consultation with the employee. Statements included in this position description are intended to reflect in general the duties and responsibilities of this position and are not to be interpreted as being all inclusive.
12. The organisation's cars can only be used for work related activities, depending on availability. Use of your own vehicle may be reimbursed, and is calculated at the agreed ATO kilometre rate. Claims are based on a set rate for each business kilometre travelled. Payment will be kept in line with the ATO rate. The use of a private vehicle to travel in excess of 40km needs to be approved in advance by the Program Manager or the CEO.
13. GCH understands that "normal working hours" are between 8am - 6pm Monday to Friday.
14. Superannuation contributions will be paid by Grampians Community Health in line with the Superannuation Guarantee Act
15. Grampians Community Health is a smoke free workplace.
16. Risk management responsibilities - all staff members are to:
  - a) understand and observe Risk Management Policy (1.4) and (8.1 to 8.8), strategy and related procedures
  - b) assist in the identification and management of risks to be entered into the Risk Register
  - c) contribute to the development and implementation of Risk Action Plans
  - d) identify, evaluate and mitigate risks associated with their agreed success measures
  - e) provide timely assistance when requested information in relation to any insurance claim or risk management issue
  - f) make prevention a priority whilst undertaking daily tasks in the centre's operations

## PERSONAL LEAVE

**SACS Agreement:** During the first year of service, 1 working day for each month of service. During the second, third and fourth years of service, 14 working days in each year and thereafter 21 working days in each year. (Cumulative)



The entitlement for absence from work because of a personal illness or injury is 3 SINGLE days **without a doctor's certificate in a calendar year**. After that any absent days from work because a personal illness or injury requires the employee to provide a medical certificate or statutory declaration.

It is the responsibility of the employee to notify your place of work of the absence and prepare a payroll variation informing the reason of leave as soon as practicable. (*To be authorised by your manager and sent to payroll officer*)

## ANNUAL LEAVE

Four weeks per year - pro rata of employed hours

## CONFIDENTIALITY:

### Definition of confidential Information

In this agreement, "Confidential Information" includes confidential and proprietary information and various know-how, processes, computer software and related data documentation owned or by GCH or its clients, marketing strategies, customer requirements, all clients information, customer lists, employees' information, methods of doing business, the financial affairs of GCH and other confidential business information which belongs to GCH or its clients.

It is mandatory that all employees respect the rights of clients' confidentiality. Within the building and between professional staff, there can be "team" confidentiality under agreed circumstances but this should be cleared first through the client. Under NO circumstances should a client be discussed or commented on by employees outside the agreed circumstances – see current Policy documents

- By signing this Position Description, I agree to retain all Confidential Information in the strictest confidence. I will not disclose any Confidential Information to any person. I will not use for my own purposes or for purposes other than those of GCH, any Confidential Information which I have acquired in relation to the business of GCH, its affiliates, clients, employees or either. I acknowledge that the obligation to disclose to others or use the Confidential Information continues in effect following the termination of my employment with GCH, for whatever reason, unless I obtain the prior written consent of the Chief Executive Officer or Board of Directors.

I understand my obligations under this agreement, not to use or improperly disclose to others Confidential Information, shall remain in effect until the date upon which the Confidential Information has been publicly disclosed in a manner authorized by GCH or its affiliates or otherwise has become known to others, without my breaching this agreement.

**In the event of you finish your employment** with GCH it is mandatory that all exited employees respect the rights of clients to still have their confidentiality upheld. Under no circumstances should a client be discussed or commented on by an exited employee.

As part of the GCH team, you have been privy to much commercial in confidence information about GCH business and forward plans – it is a requirement that you keep this confidential after leaving us.

### Specific grounds for disclosure

*Circumstances when the interest of the community or other individuals outweigh the interest of consumer, information may be disclosed without consulting the consumer, for example when there is a serious threat to public health, safety or welfare.*

## ETHICAL PRACTICES

This position is to be delivered always consistently with the Grampians Community Health Code of Ethics.

## CONFLICT OF INTEREST

Staff must ensure that they understand potential or actual conflict of interest vis a vis their position at GCH if they are also employed in either their own business or another health/welfare agency, and take the relevant steps to ameliorate this conflict. The CEO must be made aware of any potential, actual or perceived conflicts of interest and agree to the management of these conflicts

I agree to abide by the policy and procedures of GCH -copies available from Manager and internal network

## APPENDIX FOR GRAMPIANS COMMUNITY HEALTH POSITION DESCRIPTIONS 2017

### Philosophy Base:

GCH's Philosophy is grounded in the Ottawa Charter for Health Promotion (WHO 1986), the Jakarta Convention (WHO 1996) and the Health Development Paradigm now better known as the Social Model of Health, and more recently the Victorian Charter of Human rights and Responsibilities.

The process of information, skill development, empowerment, community collaborative ventures, resilience and self-responsibility embedded in a caring framework of non-judgemental acceptance of diversity underpins the GCH approach to both its staff & clients.

Management philosophy is loosely based around the Deming Management Philosophy, Social Model of Health for staff, Total Quality Improvement and Facilitatory Management

### GCH Management Structure:

GCH has a collaborative management approach which harnesses knowledge, wisdom and experience from across the organisation. There are four main levels of leadership with specific levels of responsibilities:

- The Board of Directors
- The Chief Executive Officer (CEO), who is also the Company Secretary
- The Management Support Group (SMG), and
- CORE – a team consisting of the CEO, MSG members, and Program/Team Managers where many of the operational decisions are discussed and made

### Sub Committees:

- Ethics
- Finance & Risk
- Intake Coordination
- OH&S
- Quality Improvement Reference Group
- Rainbow Committee
- Staff Conference Committee

### Accreditation & Quality Standards:

GCH has an embedded culture of Continuous Quality Improvement and participates in external quality reviews and accreditation processes.

- **QIC** – Quality Improvement Council Standards. A whole-of-organisation continuous quality improvement approach with the aim of increasing organisational capacity.
- **Home Care Standards** – continuous improvement approach for Commonwealth Home Support Program providers, with a focus on the needs and preferences of care recipients.
- **Human Service Standards** - service quality standards that embed and promote rights for people accessing Victorian Department of Health & Human Services funded programs.
- **Rainbow Tick** – inclusive practice standards to ensure safe service delivery for Lesbian, Gay, Bisexual, Transgender and Intersex (LGBTI) people in our community.
- **Victorian Child Safe Standards** – Compulsory child safe standards based on belief that all children have the right to feel safe and to be safe all the time.
- **White Ribbon Work Place Accreditation** - recognises workplaces that are taking active steps to prevent and respond to violence against women.

*Refer to the Grampians Community Health Vision and Values Document on the website  
[www.grampianscommunityhealth.org.au](http://www.grampianscommunityhealth.org.au) for further information.*