**Position Description**

<table>
<thead>
<tr>
<th>Position Title</th>
<th>AOD Practitioner</th>
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<tbody>
<tr>
<td>Classification &amp; Stream</td>
<td>SCHCADS Award, Social stream Level 5</td>
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<td>Division</td>
<td>The Bridge Programme, AOD services, State Social Command Victoria</td>
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<tr>
<td>Reports to</td>
<td>Team Leader, AOD Practitioners</td>
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<tr>
<td>Date</td>
<td>February 2018</td>
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**Primary Purpose of the job**

|  | This position will develop and execute Care Plans with participants of the program through both individual and group based AOD interventions |

**About (The Network / Program)**

- SalvoCare Eastern Bridge Programme sits within the AOD Services Programme, State Social Command Victoria, Southern Territory
- The Bridge facility accommodates up to 40 clients within its 130+ acre rural setting delivering the Community Integration Program to those in need of intensive support due to substance dependence
- The residential treatment program typically lasts 16 weeks. Residential treatment may be longer or shorter as influenced by each individual circumstance.
- A combination of individual case management and support, group work, life skills, self-awareness, spiritual awareness and staff role modelling are used to encourage participants to make significant life changes
- Site based with offsite components
- Working with high complex clients with Dual diagnosis

**About The Salvation Army Southern Territory**

**The Salvation Army Australia Mission Statement:** The Salvation Army is a Christian movement dedicated to sharing the love of Jesus. We share the love of Jesus by:
- Caring for people
- Creating faith pathways
- Building healthy communities
- Working for justice

**The Salvation Army Australia Values Statement:** Recognising that God is already at work in the world, we value: Integrity, Compassion, Respect, Diversity and Collaboration.

We commit ourselves in prayer and practice to this land of Australia and its’ people, seeking reconciliation, unity and equity.

**Expected Outcomes**

- Development of Care Plan for each assigned client on case load and reflective of assessment information recorded in case notes within three weeks of entry to the program
- Case notes reflect that at least two individual sessions have been offered to each client each week
- Case notes and client feedback mechanisms reflect collaborative approach to achieving Care Plan goals including engagement with external services
- Agreed approach to intervention documented after first meeting with client (unless identified risk has led to crisis intervention consuming first session).
- Case notes complete within 2 working days of each session and reflect use of agreed approach
- Case notes and group attendance records reflect involvement in groups as appropriate
- Deliver therapeutic and educational groups as manualised for the program and agreed with team leader
- Risk indicators identified and documented along with in depth risk assessment where indicated
- Response to elevated evaluation of risk documented, including the use of emergency services and on-call
- Files up to date within 2 working days of each appointment
- Group attendance records pertaining to groups conducted accurate and up to date
- Staff communication system updated in a accurate and timely manner.
- All reportable incidences appropriately documented and communicated as per policy
- Verbal handover given and received during each shift
- Client files reflect treatment as part of the broader service system

Scope

Develop and execute Care Plans with participants of the program through both 1:1 and group based AOD interventions

Qualifications and Experience

- Undergraduate studies in AOD or related field and Core AOD Units
- Experience working in an AOD or related sector
- Current level 2, apply first aid – highly desirable

Capabilities

Specialist Competencies

Alcohol and Other Drugs

Understands and applies AOD approaches and theories and practices when working with clients

Understands and applies a range of evidence-based interventions which include: brief interventions, cognitive behavioural therapy, community reintegration approach, contingency management, motivational enhancement therapy, social behavioural network therapy

Personal Attributes

Outcome Focussed

Sets clear path/goals and manages time to achieve key outcomes

Client Focussed

Committed to and acts for well-being of internal and external clients; Ensures client needs remain key focus

Resilient

Recovers from and deals with setbacks and challenging or stressful experiences; Is flexible. Maintains appropriate selfcare, displays an optimistic approach to work

Positive

Remains calm and focused when faced with change, crisis and difficulty. Is proactive and self motivated

Inclusive

Values diversity as a strength; Is non-judgemental

Collaborative

Encourages and cooperates with others to achieve common goals; Inspires trust and confidence, treats others with dignity
**Job Competencies**

<table>
<thead>
<tr>
<th>Client service</th>
<th>Develops positive relationships with clients; Respects boundaries and limits of own role and capabilities; Recognises the need for referral and takes appropriate action</th>
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<tbody>
<tr>
<td>Continuous Improvement</td>
<td>Identifies opportunities for improvement</td>
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<td>Team dynamics</td>
<td>Engages and contributes to team activities including discussions</td>
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<td>Interpersonal Dynamics and Communication</td>
<td>Speaks with courtesy; Conveys information effectively – verbally and in writing</td>
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<td>Administration</td>
<td>Completes accurate reports, logs, case notes and files</td>
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<td>Group Facilitation</td>
<td>Ability to facilitate quality group sessions (therapeutic and educational)</td>
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<td>Diversity and conflict</td>
<td>Recognises and respects differences in culture, style and viewpoint</td>
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**Requirements of the role**

- A national police record check is required
- A current and valid Working with Children Check
- A current Victorian Drivers licence

**Signatures**

<table>
<thead>
<tr>
<th>Employee Name:</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manager Name:</td>
<td>Signature</td>
<td>Date</td>
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