

Position title	Drink and Drug Driver Behaviour Change Facilitator		
Position holder	Vacant		
Program	Business Services		
Funded by	Grampians Community Health		
Based at location	Horsham/Stawell		
Responsible to	<ul style="list-style-type: none"> • Program Leader Business Growth • Manager Business Services • General Manager Business Support and Innovation • Chief Executive Officer 		
Direct reports	<ul style="list-style-type: none"> • NIL 		
Award	Community Health Centre (Stand Alone Services) Social and Community Service Employees Multi Enterprise Agreement 2017		
Classification	Social Worker Level 3 Class 1 Year 1 to Level 5 Class 2 Year 1 Welfare Worker Level 3 Class 1 to Level 5 Class 3 Year 1		
Hourly rate	\$30.49 to \$40.01	Annual	\$48,198 to \$63,247
Status	Part Time		
Hours per week	30.4 (0.8 FTE)		
PD last updated	February 2020		

Position summary

The VicRoads Behaviour Change Program is based on the cognitive behavioural and motivational approaches including some education as well as screening for serious alcohol and other drug problems.

The Behaviour Change Program includes a Drink Driver program (6 hours), a Drug Driver program (6 hours) and an Intensive Drink and Drug Program (10-12 hours). The 6 hour programs comprise of two, three hour sessions conducted over consecutive weeks. The Intensive Programs comprise of three hour sessions plus one hour individual counselling sessions conducted over consecutive weeks.

The Drink and Drug Driver Behaviour Change Facilitator will conduct the Behaviour Change Program and support participants through the program in accordance with VicRoads procedures.

Key responsibilities

1. Conduct the Behaviour Change Program with skills in behaviour change including motivational interviewing, group therapeutic processes and working with mandated populations in accordance with the Drink and Drug Driver Behaviour Change Program Facilitator Handbooks (Deliver the program in accordance with the Conditions of Approval, VicRoads Facilitator and Supervisor Handbooks and VicRoads Business Procedures Manual).
2. Take a motivational interviewing approach that is engaging, non-threatening and non-judgemental.
3. Support participants to identify and discuss the motivational factors that led them to drink and/or drug drive.
4. Incorporate evidence-based design with a focus on best practice principles.

5. Facilitate a screening process to identify serious alcohol and/or other drug issues and allow for an assertive referral for further support and assessment.
 6. Facilitate involvement of all participants, asking them to consider questions around the engagement in high risk driving behaviour and invite participants to formulate ways to eliminate that behaviour.
 7. Facilitate the courses in approved sites at Horsham, Stawell, Hamilton and Maryborough.
 8. Publish and maintain fee obligations for the program delivery.
 9. Collect a program cost recovery fee on behalf of VicRoads and remit this fee to VicRoads.
 10. Contact participants in advance of the scheduled program to explain the nature of the program, outline attendance requirements and respond to participant questions.
 11. Ensure all VicRoads evaluation and reporting requirements are met and issue a Certificate of Completion to participants who successfully complete all program requirements.
 12. Provide supervision and support to students as required.
 13. Other duties commensurate with current skills and experience as agreed with the Program Leader, Manager, General Manager or the Chief Executive Officer.
-

Key selection criteria

Qualifications

- Relevant diploma level or higher qualifications in psychology, social work, human services or related discipline (Drink Driver Program).

And/or

- Bachelor level qualifications in psychology, social work, human services or a related discipline and a least 2 years' experience working with mandated clients and behaviour change interventions with a reputable drug and alcohol treatment provider (Drug Driver Program).

Mandatory:

- A driver's licence with no more than six demerit points and have had no driver's licence disqualification or suspensions for any reason in the last 10 years.

Demonstrated skills, experience and/or understanding of:

- Demonstrated experience or ability to deliver Drink and Drug Driver Programs using motivational interviewing.
- Demonstrated and proven ability to facilitate within a mandated group environment.
- Demonstrated attention to detail with well-developed administrative and organisational skills to effectively manage high volumes of work and determine priorities, meet targets and deadlines.
- Ability to maintain confidentiality at all times.
- Well-developed organisational skills with the ability to prioritise multiple tasks.
- Demonstrated knowledge and application of computer software, including Microsoft Office and the Internet.
- High level verbal and written communication skills that enable effective and appropriate communication with a broad range of people at all levels.
- Demonstrated ability to contribute to positive workplace cultural and practices.

Licences and registrations

- Current Victorian driver licence
- Current National police check (less than 3 months old)
- Current Working with Children Check
- Disability Worker Exclusion check

Personal attributes

- Ethical and inclusive
 - Self-disciplined
 - Collaborative and supportive
 - Flexible and resilient
-

Conditions of employment

This position is part time and is subject to:

- Successful completion of a six month probationary period

And requires the following checks:

- Satisfactory police check
- Working With Children Check
- Clear Disability Worker Exclusion Scheme check

Note: Checks must be obtained and provided prior to commencement as a condition of employment at Grampians Community Health. Where check results are unsatisfactory in relation to the role to be carried out, the offer of employment will be withdrawn.

Chief Executive Officer approval:

CEO signature

Greg Little

Date

General Manager approval:

General Manager signature

Kate Astbury

Position

General Manager Business Support and Innovation

Date

Manager review:

I have reviewed and approve this position description

Manager

Mia Fraser

Position

Manager Business Services

Date

Employee acceptance of position:

Employee signature

Vacant

Date