

Job Description

Forensic Alcohol and Other Drugs (AOD) Assessor



Reporting to	Team Leader, Assessment and Coordination
Classification	SCHADS Award, Level 4
Location	Dependent on program

About ACSO

The agency was established in 1983 as the Epistle Centre, by ex-offender Stan McCormack, to support prisoners to find housing, employment and to stop their offending behaviour. Over 30 years ACSO has grown and diversified to provide life changing support programs for people in or at risk of entering the criminal justice system.

ACSO is an organisation with a bold vision for a community where everyone has the opportunity to thrive, and prison truly is the last resort. It's our goal to reduce re-offending, and our purpose to strengthen the wellbeing of communities by advocating for and delivering services which divert people away from the justice system.

Our Vision

ACSO's vision is for a community where everyone has the opportunity to thrive, and prison truly is the last resort

Our Purpose

Our purpose is to strengthen the wellbeing of communities by advocating for and delivering services which divert people away from the justice system.

Our Ethos

"Create another chance"

Our Core Values

Passion; Our heart and passion are at the core of everything we do.

Belief in Humanity; We believe that everyone deserves another chance and entitled to opportunities which can help them change their lives and realise their potential.

Integrity in all we do; We are genuine in our relationships with clients and each other, always true to ourselves and courageous in our approach.

Innovative spirit; We are willing to explore and develop new and innovative solutions and take on the challenges that confront us.



Purpose of the position

Established in 1997 COATS (Community Offender Advice and Treatment Service) is a state-wide intake, assessment and referral service that administers both state and commonwealth funded treatment pathways for clients in contact with, or at risk of coming in to contact with, the justice system. COATS provides specialist assessments for clients being considered for, or placed on, community corrections orders that include AOD assess and treat conditions. Our Forensic AOD assessors are responsible for assessing, writing high-quality clinical forensic assessment reports and developing realistic treatment plans for Justice clients across Victoria.

Deliverables

- Conduct assessment interviews at ACSO locations as directed and offsite locations such as prisons, Community Corrections offices and other locations as required, formulate findings and treatment plans using report style documents
- Undertake liaison and consultation, and provide outcome feedback to key stakeholders
- Provide brief intervention and bridging support where appropriate
- Communicate and escalate any arising risk and safety concerns
- Creating and maintaining detailed, accurate and appropriate high-level case files for your clients on ACSO's client information management database
- Liaise with appropriate internal staff regarding treatment plans and referrals
- Achieving contractual outcomes and individual KPIs

Key Selection Criteria

- A minimum certificate IV or diploma qualification in Alcohol and Other Drugs
- 1+ years' prior experience in the AOD, mental health or forensic sectors, working with complex clients
- The ability to gather information through assessment, and formulate findings and recommendations utilising strong report writing skills
- Working with clients for a forensic background and the ability to work in various settings, including prison environments
- A commitment to staff development, safety and their own self care
- Commitment to service improvement and continual professional development
- Maintain a professional standard of behaviour
- Good communication and conflict management skills
- Eligibility to enter Victorian prisons
- Strong and demonstrated commitment and alignment to the ACSO Vision, Values and Mission

Core Competencies

- **Evaluating problems;** examining information; documenting facts; interpreting data
- **Establishing rapport;** welcoming people, putting people at ease
- **Showing resilience;** conveying self-confidence, showing composure, resolving conflict
- **Giving support;** understanding people, team working, valuing indivu
- **Processing details;** meeting timescales, checking things, following procedure
- **Structuring Tasks;** managing tasks, upholding standards, producing output

Mandatory compliance requirements

As a registered NDIS provider and under the NDIS working screening requirements, this role requires each employee to have the below prior to any offer or commencement of employment.

Police check	ACSO will initiate this process during the recruitment and selection process and cover the cost of any Australian or International police checks. Note: ACSO are open to considering employing people with a criminal record.
Working with Children Check or Blue Card	A valid Working with Children check must be supplied by all new employees (at the cost of the employee)
DWES Check	Disability Workers Exclusion Scheme Check clearance through the Department of Health and Human Services. ACSO will initiate this process during the recruitment and selection process.
Car Licence	A valid Australian driver's licence. This is requirement of the role not NDIS worker screening.