



POSITION DESCRIPTION

POSITION TITLE:	AOD Care and Recovery Coordinator
PROGRAM:	Therapeutic Services & Capacity Building
STATUS:	0.8 FTE (30.4 hrs per week), fixed term until end of June 2023, with potential for renewal
REPORTING TO:	AOD Program Coordinator, South Australia
LOCATION:	SHINE SA, Woodville and Hyde Street
CLASSIFICATION:	VAC/GMHC Employment Agreement April 2014, SACS Level 4

1. ORGANISATIONAL ENVIRONMENT

Thorne Harbour Health is a community-controlled LGBTI organisation, governed by our members, and working for our sex, sexuality and gender diverse communities.

For 35 years as the Victorian AIDS Council (VAC), the organisation led the Victorian community's response to HIV and AIDS. Our work has now moved beyond Victoria, and Thorne Harbour Health is responding to a broad range of issues. Thorne Harbour Health aims to improve the health, social and emotional well-being of LGBTI communities and those living with or affected by HIV, with a particular emphasis on bringing the HIV and AIDS epidemic to an end.

Our Vision

We envision a healthy future for our sex, sexuality and gender diverse communities, a future without HIV, where all people live with dignity and wellbeing.

Our Mission

We devise and deliver effective community-driven health and wellbeing programs. We advocate to reduce stigma and discrimination.

For more information on our organisation please visit our website www.thorneharbour.org

2. PROGRAM CONTEXT, ROLE & FOCUS

The Therapeutic Services & Capacity Building program provides specialist services to the LGBTI community and people living with HIV (PLHIV), combining our counselling, alcohol and other drugs, family violence, and capacity building programs. THH's services to these communities recognises the importance of specialist responses led by the community for the community. These specialist services target the LGBTI community and people living with, at risk of, or affected by HIV or Hepatitis C.

The AOD team provides assessments, care and recovery coordination and counselling services, as well therapeutic and peer led therapeutic and support groups and counselling and brief interventions for LGBTI community members and PLHIV. The team is made up of professionals from different disciplines and with expertise in different therapeutic modalities. Clinicians are all professionally qualified and currently registered or eligible for registering with appropriate professional membership organisations.

In 2015, THH partnered with SHINE SA to create South Australian Mobilisation Empowerment for Sexual Health (SAMESH), a community-based support service providing education, training and advocacy of sexual health and HIV.

THH has been providing AOD Services in Victoria since 2014 and recently successfully tendered to provide AOD services to the LGBTI community in South Australia.

3. POSITION ROLE AND RESPONSIBILITIES

The AOD Care and Recovery Coordinator supports positive behavioural change in the AOD client through the delivery of evidence-based therapeutic intervention, specifically focused on care coordination, and service linkage. Services can range from a brief intervention/referral session, right through to ongoing case-coordination for people living in transitional housing, or for people who present with a high acuity.

Care and recovery coordination seeks to support integrated treatment and care pathways for the highest need/highest risk clients within AOD treatment services, who require a coordinated care response. This will be undertaken through coordinated treatment planning and care and supported access to other health/human/support services.

Critical to the role is an understanding of the cultural issues and barriers that may face LGBTI community members who use alcohol or other drugs and the delivery of a culturally safe and appropriate response.

Care and Recovery Coordination:

Assessment, planning, intervention, and ongoing support

- Undertake comprehensive AOD assessments of clients presenting to the service
- Actively participate in regular service clinical review meetings, presenting case summaries and assessments as they are completed
- Work with clients, their families and other key services to develop long term care plans that:
 - Are informed by the comprehensive assessment and initial treatment plan
 - Identify a clear treatment pathway where multiple interventions are required
 - Identify service coordination activities
 - Set out specific, measurable, achievable, and relevant treatment goals
 - Address associated needs of families and dependent children, if required
 - Facilitate where indicated client care plan meetings with the client and other health professionals and significant others to create collaborative and comprehensive plans for the client.
- Provide care, support, and coordinated care for eligible clients and maintain an appropriate case load

- Provide clients with supported referral to other alcohol and drug treatment services as required
- Liaise with AOD and other relevant services regarding the person's progress against treatment goals
- Deliver information, advice and brief interventions such as motivational interviewing or group work and relapse prevention to clients, as required
- Undertake discharge planning, recording goals/outcomes achieved and post-treatment goals
- Maintain accurate records of client case notes and contacts and ensure data entry on the client data base is up to date, accurate and complete
- Achieve performance targets as set and work within Program guidelines
- Work within THH privacy policy and adhere to all THH policies and procedures, including professional codes of practice

Care coordination and Continuity

- Lead care coordination or provide support where the person has an existing care coordination worker, to ensure continuity of care for the person, by:
 - Preparing the person for their next phase of treatment or care
 - Onward referral, liaison, case conferencing or collaborative work with other service providers, including those beyond the AOD sector, re: the needs of the person
 - Identifying and linking clients to peer workers, volunteers and broader community supports
 - Advocating on behalf of clients, where necessary
- Facilitate access to other health and human services support that the client may require
- Create and sustain strong interagency connections with, for example, local Aboriginal community-controlled health organisations, prescribing GPs, dispensing pharmacies, housing workers, and homelessness support, child protection, family services, debt/financial counselling, employment services, and community health services.

Professional Liaison and Consultation

The AOD Service provides an important opportunity for sector development and the AOD CRC will model and advocate for appropriate sector responses for LGBTI clients with AOD concerns. The success of this aspect of the AOD Care and Recovery Coordinator's role is dependent on productive and professional relationships with internal and external collaborators.

- Maintain effective and collaborative relationships with care coordinators and service providers (both internal and external to THH) to ensure effective treatment pathways for clients
- Establish and maintain collaborative and productive working relationships with current and potential stakeholders and agency partners
- Participate in team planning, steering / reference groups and working parties both internal and external to the organisation, as appropriate to the service
- Act as a representative in forums and related interagency meetings as required
- Maintain regular communication and feedback with the AOD Team Leader to contribute to ongoing service improvement

Leadership and Participation

The success of the AOD Service relies on the energy, capacity, and contributions of staff members who operate in a supportive and learning environment. Staff members will engage, contribute, learn, and shape the service going forward.

- Work as part of the AOD team and organisation, contributing ideas and suggestions to support service innovation and program development
- Engage in program and organisational activities to enhance the provision of quality and effective AOD Services and allied services that will benefit the client group
- Actively participate in ongoing professional development activities, including individual and group supervision and by attending relevant training
- Support student placement and volunteer programs and supervise students and volunteer counsellors as requested
- Undertake other duties as directed in support of the organisation and its objectives.

4. KEY SELECTION CRITERIA

Qualifications

1. Tertiary qualification relevant to case management practice, for example Social Work, and eligibility for membership of a relevant governing body (such as AASW)
2. Either two years plus experience in relevant AOD work, a graduate qualification in AOD, a Certificate IV in AOD, AOD key competencies, or willingness to undertake AOD competency training within 12 months of employment.
3. Current Driver's Licence

Skills and experience

1. Experience working as a Case Manager and/or Care and Recovery Coordinator in the AOD sector.
2. A developed knowledge of current public AOD treatment service providers in South Australia, including access requirements.
3. Experience and competence in the provision of assessment, risk management, treatment planning, and discharge planning
4. Commitment to recovery-oriented approaches within a harm minimisation framework, acknowledging and building on people's own resilience and resources
5. An interest in and willingness to work with people from LGBTI communities, including people living with HIV in a non-judgmental and respectful manner
6. Highly developed oral and written communication, organisational and administrative / reporting skills

5. CONDITIONS OF EMPLOYMENT

- Salary is paid in accordance with the VAC/GMHC Employment Agreement 2014. The classification for the position is SACS Level 4, pay point commensurate with experience.
- Salary packaging is available at Thorne Harbour Health; it is a legitimate method of restructuring existing salary into a combination of salary and expense payment benefits to provide a higher net remuneration for the employee.
- Employer's contribution to superannuation (9.5%) will also be paid.
- Conditions of employment are as stated in the VAC/GMHC Employment Agreement 2014.
- The position is 0.8 FTE (60.8 hours per fortnight).

- Evidence of a valid Working with Children Check.
- Completion by Thorne Harbour Health of a satisfactory police check.
- A willingness and ability to work flexible hours is required, including some early morning, evening and weekend meetings and other work-related commitments.
- A Confidentiality Agreement must be signed.
- Thorne Harbour Health is an equal opportunity employer. All staff members are required to contribute to creating a non-discriminatory workplace.
- Thorne Harbour Health provides a non-smoking workplace.
- Membership of the appropriate union is strongly encouraged.
- Applicants must be either Australian citizens, or have permanent resident status.

6. PROFESSIONAL SUPERVISION

Thorne Harbour Health has a commitment to ensuring that staff members receive high quality supervision on a regular basis. This role is required to attend this supervision.

7. WORKPLACE HEALTH & SAFETY

As an employee of Thorne Harbour Health, staff need to strive to ensure a safe and healthy workplace by complying with the provisions of Section 25 of the Occupational Health and Safety Act 2004 (Duties of Employees).

8. APPLICATION PROCESS

Written applications addressing the selection criteria and including a resume and the names and contact details of three professional referees should be sent to recruitment@thorneharbour.org using the subject: 'Confidential Recruitment: AOD Care and Recovery Coordinator application'.

For further enquiries please contact: Venetia Brissenden, TS&CB Manager on 03 9865 6700, or venetia.brissenden@thorneharbour.org

Applications close Thursday, June 24 2021

Important: it is essential that applicants specifically address the selection criteria. Where selection criteria have not been addressed, applications will not be considered.